 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>602</h1>
Chapter:	Emergency Procedures	
Subject:	Evacuation Off-Site	Page 1 of 2
Approved:	Jay Simons, Director	Effective: 8/28/2018
Supersedes	Woodside Policy and Procedure 602	Dated: 7/2002

Purpose

To outline procedures and responsibilities of Woodside in the event that Woodside must be evacuated to an off-site location.

Policy

Evacuation will occur in case of an emergency that does not allow for continued residency within the current building. Such emergencies may include, but are not limited to: flood, fire, toxic gases, oil or gas spills surrounding the building. The following procedures should be carried out when the need for evacuation is suspected.

Procedure


If time allows, the Woodside Director will be notified of the severity of the emergency, at which time he/she will make the decision whether to evacuate. If time does not allow, the decision to evacuate may be made by the Operations Supervisory on duty. Once the decision to evacuate has been made, the following people will be notified that Woodside will be evacuated:

- Deputy Commissioner or designee, who will notify the Commissioner;
- Essex Police Department (911). Ask if they have a van available for transport.
- Vermont State Police.
- Buildings and General Services, so that the alternate site can be prepared.

Calls should be made to all off-duty personnel and temporary employees. Local personnel will be asked to report to Woodside. All others will be asked to report to the designated evacuation site. The senior person to report to the site will work with on-site officials to secure and prepare the site for resident arrival and occupation.

Supervisors on duty will take charge of the evacuation from Woodside. In the event additional vehicles are needed to facilitate the evacuation, staff will be asked to use personal vehicles to move the residents and staff to safety.

All residents will be escorted in an orderly fashion to waiting vehicles. The Operations Supervisor is authorized to make on-site, immediate decisions necessary to ensure the safe evacuation of residents and staff.

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Residents will not be left unattended. Supervisors will designate appropriate staff to resident ratios in the vehicles (two staff per vehicle if staffing allows). Staff and residents will proceed to the alternate site once their vehicle is cleared to depart.

- Once at the alternate site, staff who have reported to the site will assist in ensuring the safety and security of evacuated residents and staff.
- Staff will separate vulnerable residents from potential perpetrators to provide appropriate supervision per PREA regulations.
- Facility management will determine appropriate staffing levels to maintain a safe and healthy environment for the residents. This may include staff schedule changes. Staff should expect to work additional hours to ensure the appropriate staffing levels both during the day and night shifts.
- Once Buildings and General Services has deemed the Woodside building ready for reoccupation, all residents and staff will return to Woodside, adhering to appropriate security practices. Contact will be made to previously mentioned individuals and police agencies to notify them of the return.